# COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MINUTES April 25, 2012

The meeting was convened at 12:05 P.M. in the Second Floor Conference Room, City Hall, 41 Green Street, Concord, NH 03301.

Present: Jeff Bart, Allen Bennett, Elizabeth Blanchard, Mark Coen, Leo Fraser, Michael Gfroerer, Jennifer Kretovic, Nadine Salley, and Janet Sprague

Absent: Amanda Grady Sexton

Staff: Matt Walsh, Assistant for Special Projects Bev Rafferty, Administrative Assistant

#### 1. Minutes:

- a. <u>March 14, 2012 meeting:</u> Jennifer Kretovic made a motion to accept the minutes as submitted; seconded by Allen Bennett; motion passed unanimously;
- b. March 28, 2012 meeting and the non-public session minutes of the March 28, 2012 meeting:

  Allen Bennett made a motion to accept both sets of minutes as submitted; seconded by Leo Fraser; motion passed unanimously.

At this time Chairperson Bart moved to item 3 on the agenda.

### 3. <u>Update on CDBG Consultant Selection:</u>

Matt Walsh informed CDAC that the city has selected Donna Lane from Conway as the CDBG Consultant. She will be preparing grant applications and doing most of the administration work. She is one of the best in the State. Liz Blanchard inquired how many hours per week Ms. Lane would be working for the city and Mr. Walsh explained that Ms. Lane hours are project based and her policy is if the application she writes is not awarded, she does not get paid because she has not done her job.

It was noted that Ms. Lane does work for other communities and it was questioned if that would cause of conflict of interest for her writing applications for Concord. Matt Walsh noted he did not believe that would be an issue as Ms. Lane does her best for every application because if the application is not awarded she does not get paid. She would be paid through the administration funds of the grant, if awarded, and the city may pay a maximum retro amount of up to \$4,000 for the writing of the application. Mr. Walsh noted that Joia Hughes had also worked as a consultant for other communities on CDBG projects while simultaneously working on City CDBG applications. Thus, having a consultant working for multiple CDBG applications for others is not new for the City.

The contract will be a three year contract with a two year extension for a total of five years.

Chairperson Bart moved to item 2 of the agenda:

#### 2. <u>Program Income Reuse Plan (PIRP) revisions:</u>

At the special CDAC meeting held March 14, 2012, there had been an issue on how to handle emergency grants and the possibility of authorizing city staff to spend up to \$5,000 in an emergency situation without CDAC approval.

Matt Walsh had submitted proposed language to the PIRP and if CDAC approved, it will go to the City Council for their approval. Mr. Walsh explained that the term "City Manager or his designee" is typical of language in other things in the city. Tom Aspell, City Manager, has the authority but he delegates it to someone else.

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Mr. Walsh explained the use of the emergency grant monies and gave a scenario of how it might come into play. Health and safety issues are the main reasons for emergency funds and, as an example, he noted the mobile home on Fisherville Road that recently had the sewer problem. Emergency funds were used to get the environmental cleanup completed and the sewer pipes replaced/repaired.

Chairperson Bart asked if CDAC could use a public forum, i.e. message board, to do this kind of thing for approval purposes but Mr. Walsh noted the confidentiality of sensitive client information (such as personal financial data for applicants) would be a challenge to keep confidential. After some discussion, it was agreed this was not the right media to use. It was noted that staff would still notify CDAC members of any actions taken to use emergency grant monies and, if needed, a meeting could be called with the proper notice, etc. It was, however, noted that calling a meeting could take too much time, as the notice would need to be posted at least 24 hours in advance and if a legitimate emergency did exist, staff, if authorized to spend up to the \$5,000, could take faster steps to right the situation.

Mr. Walsh noted that applicants would still complete a loan application and the city would enter into a contract with the contractor. Jennifer Kretovic asked if a quick e-mail could be sent to notify CDAC and Mr. Walsh noted that could be done but Leo Fraser noted the original premise of having emergency requests handled by Mr. Walsh was so the situation could be dealt with immediately. Mr. Walsh would then advise CDAC of what actions he had taken.

It was inquired how many emergency grants are submitted and Mr. Walsh noted it's been about one or two a year.

Nadine Salley noted an edit to the suggested language Mr. Walsh had provided CDAC. In the first sentence, insert the word "to" after the word "individual" so the sentence reads: ".....believes an individual to be unable....."; Leo Fraser made a motion to accept this edit; seconded by Michael Gfroerer; motion passed unanimously. Then Michael Gfroerer made a motion to accept this amended language and insert it in the Program Income Reuse Plan as a new section for emergency grants and forward the revised PIRP to City Council for action; seconded by Leo Fraser; motion passed unanimously.

#### 4. Update of Merrimack Valley Day Care grant proposal:

Matt Walsh informed CDAC that he had recently met with Mary Jane Wallner, Executive Director of the Merrimack Valley Day Care (MVDC), and got a better understanding of their business. There are four facilities in Concord, one in Boscawen, and one in Pittsfield.

Mr. Walsh explained that the CDBG feasibility study grants may be applied for annually in April and October in an amount up to \$12,000. He had informed Ms. Wallner that a feasibility study grant, if awarded, would allow MVDC to hire an architect and engineer to come in and determine what they truly need and she seemed receptive to that.

Where one of their facilities is located at the County Nursing Home in Boscawen, it was thought the County might be able to apply for a feasibility study grant as well. Liz Blanchard noted that the County has received their annual allotment of block grant funds for this year but it was noted those funds are designated differently than the feasibility study grant funds.

Discussion ensued. Mr. Walsh stated that in his opinion, it might make sense to pursue a larger CDBG project covering all of the MVDC's facilities in Concord – and perhaps Pittsfield if a grant application was made through the County. Under this approach, matching funds might be derived from the Concord Housing Authority for the Jennings Drive facility, the NH Charitable Foundation, or the City's Revolving Loan Fund for such an application.

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Mr. Walsh noted the \$12,000 grant application would have to be approved through City Council and Donna Lane would write this grant application.

Jennifer Kretovic moved that CDAC authorize staff to submit to City Council the appropriate documents to apply for a feasibility study grant in October in an amount up to \$12,000; motion was seconded by Nadine Salley and passed unanimously.

Item 5. Revolving Loan Fund: At this time, a motion was made by Nadine Salley to enter into a non-public session; seconded by Jennifer Kretovic; motion passed unanimously. CDAC entered into non-public session at 12:30 P.M.

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CDAC came out of non-public session at 12:45 P.M.

## 6. <u>Other Business:</u>

Staff reminded CDAC that City Solicitor Jim Kennedy would be attending the May 23, 2012 CDAC meeting to further discuss Right-to-Know issues.

### 7. <u>Adjournment:</u>

There being no other business brought before CDAC, and upon a motion duly made and seconded, with unanimous approval, the meeting adjourned at 12:50 P.M.

Respectfully Submitted,

Beverly A. Rafferty Administrative Assistant